

 GIG CYMRU NHS WALES	Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Quality, Safety and Improvement Committee Date of Meeting 16 June 2021 Agenda item: 9
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Health and Safety Group - Terms of Reference

Executive lead:	Huw George Deputy Chief Executive /Executive Director Operations and Finance
Author:	Chris Orr, Head of Estates and Health and Safety/ General Manager Operations and Finance
Approval/Scrutiny route:	Huw George Deputy Chief Executive /Executive Director Operations and Finance Considered by the Health and Safety Group on 27 April 2021.

Purpose

The purpose of this paper is to provide details of the revised Terms of Reference of the Trust's Health and Safety Group.

Recommendation:

APPROVE <input checked="" type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
The Committee is asked to: <ul style="list-style-type: none"> • Approve the revised Terms of Reference for the Health and Safety Group; • Receive assurance that appropriate governance and operational measures are in place to ensure the effective functioning of the Trust's Health and Safety Group. • To note the terms of reference will continue to be reviewed as and when required as the situation changes with the COVID-19 pandemic. 				

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

Strategic Priority/Well-being Objective	3 - Promoting healthy behaviours
Strategic Priority/Well-being Objective	5 - Protecting the public from infection and environmental threats to health

Summary impact analysis

Equality and Health Impact Assessment	This is not required for this report as the report is to note.
Risk and Assurance	This report provides details of governance and operational measures (Terms of Reference) in relation to the Trust's Health and Safety Group.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Theme 2 - Safe Care Theme 7 - Staff and Resources
Financial implications	There are no financial implications identified.
People implications	There are no implications for workforce / staff identified.

1. Purpose / situation

The purpose of this report is to provide the outcome of a review of the Terms of Reference of the Public Health Wales Health And Safety Group for approval.

2. Background

In line with part 3 of the Standing Orders and Scheme of Delegation - the Public Health Wales Board shall nominate annually a group to be known as the Trust Health and Safety Group. The Group is a formal Sub-Group of the Quality, Safety and Improvement Committee.

In order for the Board to discharge its responsibilities, it needs to receive assurance that the organisation is effectively managing health and safety, highlighting any concerns and areas of non-compliance and to monitor action plans developed to address actions identified.

The Health and Safety Group receives exception reports from the various directorates/divisions; these outline any concerns within their divisions and what actions or controls have been put in place to mitigate hazards and any risks identified. As part of the Group's governance arrangements a set of terms of reference has been developed and agreed.

3. Assessment

The terms of reference set out the purpose and operational arrangements of the Trust's Health and Safety Group and specifically in relation to;

- the provision of advice and assurance to the People and Organisational Development Committee, the Board and the Accountable Officer
- approval of procedural and written control documentation
- the group's delegated powers and authority
- Chairing and access arrangements to the group
- the establishment of sub groups to undertake appropriate related business
- membership and attendance arrangements
- secretariat arrangements
- quorate criteria
- requirements and responsibilities of the group in relation to the organisation's Standing Orders
- review arrangements for the terms of reference

4. Changes to Terms of References

As reported through the quarterly Health and Safety Report, as a result of Covid-19 response the original Health and Safety Group was stood down and a smaller group consisting of Health and Safety leads across the organisation established to manage the health and safety issues arising due to Covid-19 and to ensure we could consider issues in a timely manner. As we move into the recovery phase, it was agreed we would stand up the wider Health and Safety Group but will now meet on monthly basis however will be continually reviewed.

This Terms of Reference reflects the current operational arrangements for the Health and Safety Group. Changes from the previous Terms of Reference include-

- Revised frequency of meetings
- Updated membership of Group
- Updated to reflect change from People and OD to Quality, Safety and Improvement Committee.

5. Recommendation

The Committee is asked to:

- **Approve** the revised Terms of Reference for the Health and Safety Group;
- Receive **assurance** that appropriate governance and operational measures are in place to ensure the effective functioning of the Trust's Health and Safety Group.
- To **note** the terms of reference will continue to be reviewed as and when required as the situation changes with the COVID-19 pandemic.